

Set up a project in Archipad

Posted on August 3, 2026 by Smaheine

Objective

Before you start monitoring your site, prepare your project by adding essential information, Participants, Work packages and Plans. Good organization from the start will make site visits, tracking Observations and generating Reports easier.

Steps to prepare your project

1. Create your Project

Start by creating a new Project and fill in its main information (name, reference, Address...).

□ [Create a Project](#)

2. Add Participants and Work packages

Add the contacts who will participate in the Project (Architects, Project Owner, design firms...) then create the Work packages that will be responsible for Observations.

□ **Add a Participant to the Project**

□ **Create a Work package**

3. Import your Plans

Import the Project Plans and organize them by Regions if needed to make navigation easier.

□ **Import a Plan**

□ **Create a Region**

4. Share the Project

Invite the Collaborators and Contractors who need access to the Project by assigning them the appropriate access level.

□ **Share a Project with a Participant**

5. Start site monitoring

Your Project is now ready. You can create Meetings, add Observations and generate your first Reports.

□ **Create a Meeting**

□ **Add an Observation**

□ **Generate a Report**

□ **Your Project is ready!**

You have completed the main preparation steps. You can now Use Archipad to monitor your site's Progress throughout the Project.